



Bismarck Veterans Memorial Public Library

Bismarck Veterans Memorial Public Library Donated Materials Policy

Gifts of Materials

The Bismarck Veterans Memorial Public Library (Library) gladly accepts donations of books and audiovisual materials, with the understanding that they are subject to the same criteria for inclusion in the collection as purchased materials. The Library reserves the right to accept any donated items as additions to the collection, transfer them to the Friends of the Bismarck Public Library for inclusion in their book sale, transfer them to another library or organization, or to discard them. The Library will not provide a valuation of donated materials for tax purposes, but will provide a certificate of receipt of donated goods upon request. Material donations are accepted only during business hours.

The Library is responsible for the initial review of all donated materials brought to the Library or otherwise donated for the Friends of the Bismarck Public Library used book sale. All donated items remain property of the Library until they are discarded, recycled, transferred to another library or organization, or transferred to the Friends of the Bismarck Public Library for their book sale.

Items that will not be accepted for donation include:

- Items that are torn, dirty, or in otherwise poor condition
- Moldy or water-damaged items or items with an odor
- Textbooks
- Encyclopedias
- Reader's Digest Condensed Books
- Issues of magazines, journals, or newspapers
- Loose-leaf papers or documents
- VHS and cassette tapes

Gifts of Periodical Subscriptions

The Library accepts gifts of periodical subscriptions, subject to the same criteria for inclusion in the collection as purchased periodical subscriptions. Subscriptions for which there is no indexing and which have limited appeal are marked as donated subscriptions, and no back issues are kept.

Monetary Gifts

The Library accepts monetary donations without conditions on their use or for projects previously approved by the Library Board of Directors. Donations are also accepted for purchasing library materials consistent with the Library's selection criteria.

Memorials

The Library encourages monetary donations as memorials and as tributes to living individuals on special occasions. Such acts provide the Library with an opportunity to add materials or equipment which it might not otherwise be able to afford. These donations also provide individuals with a rich opportunity to honor loved ones with a lasting

statement of admiration and respect. Library Administration will make every effort to honor the donor's wishes regarding the selection to be purchased; however, the final decision rests with Library Administration in accordance with the Library's needs and material selection criteria. Gift plates will be placed in items purchased with memorial gift funds.

The Bismarck Library Foundation, Inc. accepts substantial monetary gifts, bequests, endowments, and memorial gifts on behalf of the Library.

Miscellaneous Gifts

The decision to accept furnishings, appliances, equipment, and artwork shall be made by Library Administration. Criteria influencing the decision include need, space, impact on staff, and expense and frequency of maintenance.

The decision as to the acceptance of all other gifts not previously addressed in this policy shall be made by the Library Administration.

Approved by the Library Board of Directors: 10-23-03; amended 12-20-2007, 03-25-2010, 11-17-2016.